

FENDALL HALL INFORMATION AND GUIDELINES FOR LESSEES

- ✂✂ **A damage deposit of \$150 is required at booking.** This deposit will reserve the date for your function and will be returned once a thorough clean-up and damage check is complete.
- ✂✂ **The rental fee** is due on the day of the event, before the event begins.
- ✂✂ **All personal items** brought to Fendall Hall by the lessee or guests must be removed from the house on the day of the function. Fendall Hall management is not responsible for any damaged, lost, or stolen items, including but not limited to clothing or other merchandise brought in.
- ✂✂ **In most cases**, only the first floor of Fendall Hall is to be used during a rental. The second floor will be closed to guests, unless a tour is to be included in the event. During a wedding, an upstairs room will be made available for the bride and her attendants.
- ✂✂ **A representative** of Fendall Hall will be on the premises during an event.
- ✂✂ **There is NO SMOKING** in Fendall Hall. This policy includes lessee, guests, florists, caterers, and outside service people. ***NO EXCEPTIONS.*** Smoking is allowed outside the house. No sparklers or fireworks may be used in the house or on the grounds.
- ✂✂ **Any tablecloths, silver, etc.,** brought in by the lessee must be ironed or polished.
- ✂✂ **Lessee or caterer** should bring place settings for more than 24 guests.
- ✂✂ **No furniture** is to be removed from Fendall Hall.
- ✂✂ **The florist** should bring flowers in through the rear entrance only. A tarp must be placed over the carpet where flowers are arranged. Flowers may be delivered or installed only on the day of the event. No shrubs or plants can be cut from Fendall Hall grounds. No decorations can be attached to the walls, ceilings, or chandeliers. The florist must remove all boxes and unused materials from the house.
- ✂✂ **Amplified music** is allowed inside the house with the prior approval of the site director.
- ✂✂ **It is advised** that tents be rented for outside events. Also, ask the caterer if a kitchen tent will be necessary for a large outside event. The lessee will be responsible for any damage done to the grounds.

✍✍ For a function with more than 75 guests, it will be necessary for the lessee to rent portable toilets, as there is only one bathroom for public use at Fendall Hall.

All rental equipment must be removed the day following the event.

See additional guidelines for florists, caterers, and photographers.